



# Town of Groton - Public Works

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Public Works  
Administration  
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## Meeting Minutes

### Permanent School Building Committee

**Chairman Rick DeMatto, Robert J. Austin-LaFrance, Michael Doyle, Robert K. Frink, Richard Monteiro and David Russell**

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**Thursday, September 6, 2012**

**7:00 PM**

**Town Hall Annex - Community Room 1**

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**1. ROLL CALL**

Members Present: Chairman Rick DeMatto, Michael Doyle, Robert K. Frink, Richard Monteiro and David Russell

Members Absent: Robert J. Austin-LaFrance

Staff: Wes Greenleaf, Director of School Buildings & Grounds, GPS and Colleen Quattromani, Recorder.

*The meeting was called to order at 7:00PM.*

**2. RECEIPT OF CITIZEN'S PETITIONS, COMMENTS AND CONCERNS**

*None.*

**3. APPROVAL OF MINUTES**

**a) August 16, 2012**

*A motion was made by Mr. Russell and seconded by Mr. Frink to accept the meeting minutes of August 19, 2012 as written. The motion passed unanimously.*

**4. COMMUNICATIONS AND REPORTS (other than Subcommittee reports)**

**(a) PSBC Members**

*Chairman DeMatto received a letter from the Town Clerk informing the PSBC that Dan Campbell was approved on August 7, 2012 by the Town Council for appointment to the Committee.*

**(b) Staff**

*see individual projects below*

**5. RECEIPT OF SUBCOMMITTEE REPORTS**

**P-2012-0005 West Side Middle School Portable Classroom Unit (2012-0087)**

West Side Middle School Portable Classroom Unit

**Committee Lead: David Russell**

**1) Staff**

**2) Committee**

*Mr. Greenleaf distributed and reviewed the latest balance sheet for the Middle School projects which includes encumbrances. He explained the contributions from BOE and Town funds and said he was comfortable with the balance at this point for the projects.*

*The Committee was told that the contractor M. Space experienced difficulty finding pre made windows to fit the specifications for the West Side Middle and Carl Cutler Middle School Portable Classroom Units. Mr. Greenleaf is in daily contact with the contractor and told the Committee that the contractor will not make the completion date of September 28, 2012. Mr. Greenleaf will update the PSBC with new information following a meeting with the Architect and M. Space on*

Tuesday. Chairman DeMatto asked if the PSBC could do anything to assist the BOE. Mr. Greenleaf said the PSBC would be involved if the BOE calls the contractors's bonding company. Mr. Frink will attend the meeting Tuesday for the PSBC.

Programs that were scheduled for the portable classrooms have been relocated for now. The Committee was told that the temporary program locations were working but were not ideal.

**P-2012-0006 Carl Cutler Middle School Portable Classroom Units (2012-0088)**

Carl Cutler Middle School Portable Classroom Units

**Committee Lead: Robert LaFrance**

**1) Staff**

**2) Committee**

*see West Side Middle School Portable Classroom Unit.*

**P-2012-0007 Mary Morrisson Asbestos Floor Tile Removal (2012-0089)**

Mary Morrisson Asbestos Floor Tile Removal

**Committee Lead: Robert Frink**

**1) Staff**

**2) Committee**

*Mr. Greenleaf said he was satisfied with all the contractor's tile work except the finish. The Architect wants the contractor back in a few weeks to refinish the gymnasium floor. The classroom tile floors will have to be refinished over the holiday break and Mr. Greenleaf has not yet decided whether to use the contractor or BOE staff for that portion of the work. He will reevaluate after the gymnasium floor is refinished. At this time some payment has been withheld from the contractor.*

**P-2012-0008 Fitch High School Roof Replacement (2012- 0090)**

Fitch High School Roof Replacement

**Committee Lead: Richard Monteiro**

**1) Staff**

**2) Committee**

*Mr. Greenleaf has asked two contractors to provide two estimates for the reroofing project for Fitch High School, one with the roof at a 1/4 pitch and one with the roof at a 1/2 pitch. Mr. Greenleaf hopes to use these estimates to show the burden being placed on the Town with the State's roofing requirements. If the State requirement is not waived Mr. Greenleaf will need to seek additional funds when CIP projects are discussed in the next budget.*

**Other BOE Projects**

*Mr. Greenleaf told the Committee that renovations at West Side Middle School were 99.9% complete and were just working out a few issues with the phone system which is using salvaged wire. The Committee was offered a tour to see the changes in the school building.*

*The Carl Cutler Middle School interior renovation is complete with the maintenance staff hooking up power to some improvised labs. The maintenance staff will complete the task as they have experience with the building.*

*At Fitch High School the window repair work continues after school hours everyday at 2:15 PM. The estimated repair time is four weeks.*

*The group also discussed an email Mr. Greenleaf sent earlier in the week regarding the boiler at SB Butler.*

**6. NEW BUSINESS**

*The next meeting of the PSBC is the regular meeting on Thursday, September 20, 2012.*

**7. OTHER BUSINESS**

*The PSBC asked Mr. Greenleaf if there were transitional plans in place for the Director of School Buildings and Grounds, GPS position. Mr. Greenleaf was able to tell the Committee that interviews for the position were taking place next week and that the BOE hoped to reach a decision within a week so that some overlap might be possible for the new Director.*

*Mr. Greenleaf went on to say that he felt the relationship between the Director of School Buildings & Grounds, GPS and the PSBC was an important one as the school buildings are owned by the Town but maintained by the BOE. He said it was essential that the Director of School Buildings & Grounds work with the PSBC to complete projects on schedule and recommended shared responsibility of projects.*

**A) Status of the PSBC Roles & Responsibilities Report**

*Chairman DeMatto was unable to reach Mayor Bond on the status of the PSBC Roles and Responsibilities but hopes to have information for the Committee soon.*

*In discussing the PSBC's role in school building projects Mr. Frink suggested the Committee look for risk points in the specifications and build whole point inspections into the contract. A discussion followed on improving contractor performance in school building projects. The pros and cons of both penalties and bonus incentives were weighed. Mr. Greenleaf was asked to see what other school systems were doing to ensure high contractor performance. Mr. Greenleaf was also asked to bring the 6 year plan for CIP projects for Groton Schools to the next PSBC meeting.*

**8. ADJOURNMENT**

*A motion was made by Mr. Russell and seconded by Mr. Monteiro to adjourn the meeting at 8:00 PM.*